SAGUARO

Saguaro High School
Site Council Bylaws

Purpose
The Saguaro High School Site Council provides individuals affected by its decisions an opportunity to participate in the decision-making process. Staff, administrators, students, and parents will participate in decisions concerning the School Improvement Plan, program evaluation, undesignated tax credit donations, and school climate. Curriculum decisions remain under the authority of the federal government, the State of Arizona, and the Scottsdale Unified School District. Instructional decisions will align with the goals of Saguaro High School and the Scottsdale Unified School District.

Membership
The Site Council will consist of the PTO president or designee, two additional parents, two to three certified teachers, one community member who does not have a student enrolled at Saguaro High School, one to two current Saguaro High School students, and the principal.

Selection of Membership
Before the first Site Council meeting of each school year, the principal will establish and communicate a nomination process for vacant seats based on each candidate's role within the Saguaro community. Current Site Council members will vote to approve nominees. The principal will notify the community of the nomination process and announce all approved appointments.

Terms and Term Limits
Certified, classified, and parent representatives will serve two-year terms. The two teacher positions and two elected parent positions will be staggered, with one position from each group elected annually. The PTO president will serve as a standing member. Elected members may be reelected without term limits. The student representative will serve a one-year term. All terms will end on the final day of the school year.

Officers and Roles
The principal will serve as chairperson and facilitator. At the first meeting of each school year, the Site Council will select a recorder and timekeeper. The Assistant to the Principal will record the minutes, including relevant agenda items, discussions, and actions, and promptly submit them to the principal for public posting and distribution. The timekeeper will help ensure that meetings are conducted efficiently.

Vacancies
An elected Site Council member may resign at any time. A vacancy will first be offered to the candidate from the same constituent group who received the next-highest number of votes in the election of the departing member. If no such candidate is available or identifiable, the vacancy will be filled by a member of the same constituent group through a process that, to the greatest extent possible, follows the original selection process. After obtaining input from the Site Council, the principal will determine the process. A member appointed to fill a vacancy will serve the remainder of the unexpired term.

Community Participation and Agendas
The principal will prepare each agenda with input from Site Council members and distribute it to members at least 48 hours before the monthly meeting. The agenda will also be posted publicly in the front office by that deadline. Meetings will be open to the public. Because the agenda does not include a designated public comment period, the principal may facilitate or limit public participation as necessary to maintain an orderly and efficient meeting. Only Site Council members may vote.

Attendance
Regular attendance is required for the Site Council to function effectively. A member who misses three meetings will be replaced in accordance with the vacancy procedures unless the Site Council votes to retain the member because of extenuating circumstances. If an absence is unavoidable, the member may provide input by email or another documented method or participate by conference call.

Meeting Procedures
The principal will facilitate consideration of all agenda items. Only action items may be submitted for a vote. After determining that the relevant points have been reasonably discussed, the principal may call for a motion, a second, and a vote. Before any vote, the principal will facilitate efforts to reach consensus among the members.

Quorum
A quorum of 50 percent of the membership plus one must be present to conduct official business. Without a quorum, discussion items may be considered, but no action item may be put to a vote. Votes may also be conducted by email, provided that at least seven members respond.